

85-430

OTE No. 85-5078

19 DEC 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM:
Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses

1. Approval is requested to incur expenses allowed

2. I believe the expenditure of appropriate funds is authorized under for the costs for reception services for the Executive Leadership Forum (ELF) on 18 - 22 November 1985 to honor senior guests and the instructor from the Center for Creative Leadership (who conducted the course for the Agency without charge).

3. Designated Officials (guests) present including their grade, title, and organization affiliation:

Vice President, IBM

Deputy Director, FBI Academy

CCL, Greensboro, N.C.

4. Designated Agency Official (host) present including their grade, title, and organizational affiliation:

D/OTE, SIS-4

5. Other guests present including their grade, title, and organizational affiliation:

Students in the ELF Course (SIS-1s)

OTE Instructors (GS-12 and GS-13)

Six Assessment Psychologists



A - 101

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SUBJECT: Request for Approval to Incur Expenses

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The cost for this function is \$845.00.

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Attachment

CONCUR:

22 NOV 1985

Deputy Director for Administration

Date

I certify the availability of funds in the amount indicated in paragraph 7.

/s/

Budget and Fiscal Officer, DCI

22 NOV 1985

Date

APPROVED:

/s/

Executive Director

22 NOV 1985

Date

STAT OTE/C/AD/[] 18 December 1985)

Distribution:

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BC 4803

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Room 1016
Central Intelligence Agency
Washington, D.C. 20505S
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Oattention:

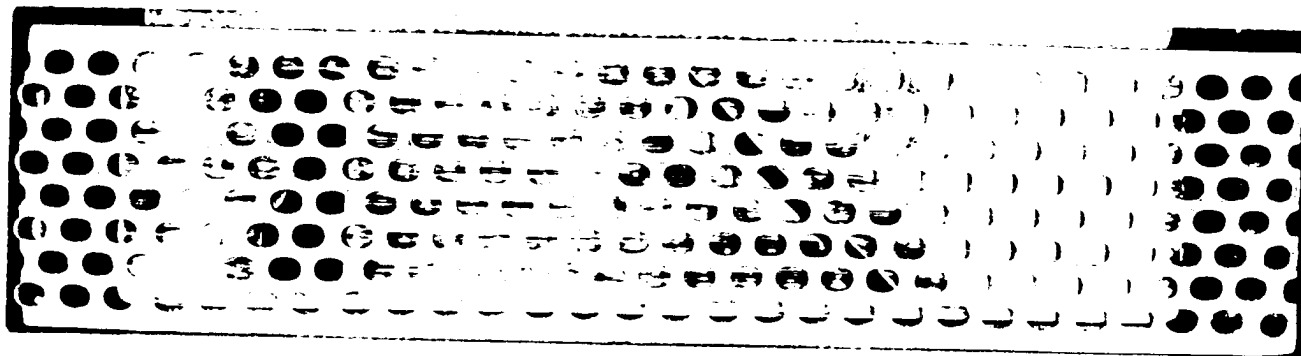
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INVOICE DATE	SHIPPING INSTRUCTIONS	YOUR REF. ORDER FORM <input type="checkbox"/>	P.O. <input type="checkbox"/>
12/9/85			

QUANTITY ORDERED	DESCRIPTION	CODE	NET AMOUNT
1.	Reception services for an Office of Training and Education meeting held at the Belmont Conference Center, Elkridge, Maryland 21227, November 18-22, 1985		\$845.00
<u>exempt Maryland</u> State Tax ____ %			
TOTAL-DUE			\$ 845.00

ALL CLAIMS MUST BE MADE IMMEDIATELY UPON RECEIPT OF ORDER
UNAUTHORIZED RETURNS NOT ACCEPTED

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Washington, D.C. 20505
attention:

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